

United States District Court

District of Connecticut

Case Management

CM / ECF

Electronic Case Files

***Attorney User's Manual
for
ECF***

(Electronic Case Filing)

Updated December 1 , 2007

*Honorable Robert N. Chatigny
Chief United States District Judge*

*Roberta D. Tabora
Clerk*

1. Registering for Access

If your use of the CM/ECF system will be limited to querying specific cases, your PACER login and password should be used for this access.

If you intend to use the CM/ECF system to file documents over the internet, you must register for a court issued login and password, which is used in conjunction with your PACER login and password. To obtain this access, log onto the court's CM/ECF website (www.ctd.uscourts.gov) and download a registration form or contact the Clerk's Office (Hartford: (860) 240-3200; Bridgeport: (203) 579-5861; New Haven: (203) 773-2140) to obtain a form. Send completed registration form to:

Clerk, United States District Court
Attention: CM/ECF Registration
141 Church Street
New Haven, CT 06510

or fax to 203-773-2334

Once your registration form is processed, you will be issued a login and password which will allow access to our **live database**. You are encouraged to attend our training class to familiarize yourself with the CM/ECF System. Those who attend the training class are issued a login and password for the training database. You will continue to have access to the training database with that login and password after the date of your class for ongoing training and practice.

Use your PACER login/password to view and print docket sheets or other information.

Use your CM/ECF login/password to file documents in a case, using the internet.

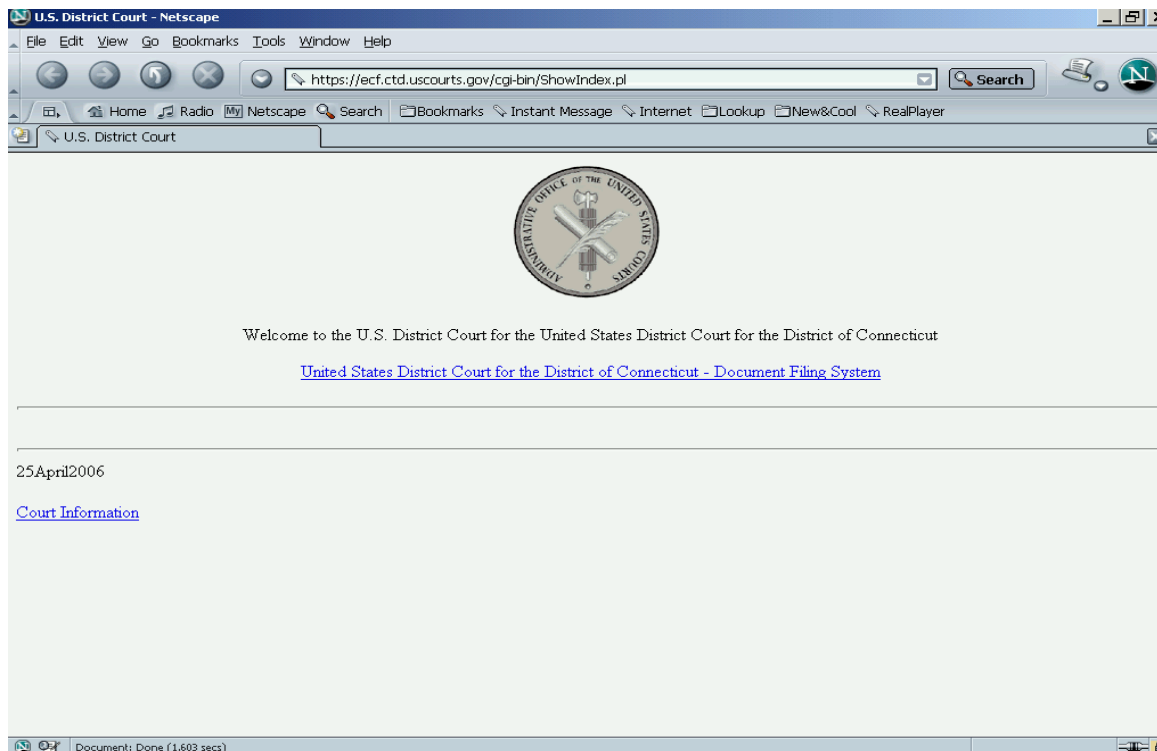
By submitting a registration form, users agree to abide by the following:

- a. The system is to be used only in those cases designated by the United States District Court for the District of Connecticut for electronic filing. It may be used to file and view electronic documents and docket sheets.

- b. Documents are to be submitted electronically, only in Portable Document Format (PDF).
- c. The combination of the user login and password, issued by the Court, will serve as the signature for the attorney filing the document. Attorneys are responsible for the safekeeping and security of their passwords and are required to immediately notify the Court if they suspect or learn that their password has been compromised.

2. *Accessing the District of Connecticut Official Court Electronic Case Filing System*

- a. Reach us via the **Internet** at <https://ecf.ctd.uscourts.gov>
- b. Click on link [United States District Court for the District of Connecticut - Document Filing System](https://ecf.ctd.uscourts.gov/cgi-bin/ShowIndex.pl)



- c. Enter your assigned **Login/User Name** and your **Password** to access the CM/ECF database. This will deliver you to the **Court Page**. You will then have seven options: ***Civil, Criminal, Query, Reports, Utilities, Search, and Logout.*** There is also a HELP feature built into the system, accessible by clicking on the yellow question mark.

[If you receive an error message, click on the “Back” button and re-enter your login and password. A Security Information box may appear advising you that you are already logged in. If this occurs, click on *continue* to proceed to logging in.]



3. *Navigation*

The **Blue** menu toolbar to the right of the CMECF logo allows navigation within CM/ECF, using drop-down and cascading menus. The standard browser navigation toolbar allows user to go back or forward screens or to print.

When exiting from CM/ECF **ALWAYS** click the **Logout** button first, before closing your browser.

4. *Civil Events*

To file a civil document electronically, click on **Civil Events** option on the blue menu bar. You will then be asked to file a document from one of the following primary categories: (1) Initial Pleadings and Service; (2) Motions and Related Filings or (3) Other Filings.



Each primary category contains subcategories of events, all of which are accessible through a series of drop-down menus. Viewing the primary categories, select the subcategory option that applies to your filing. After selecting an option, you will be promoted for a more specific selection. For example: Select “*Motions*” from the “*Motions and Related Filings*” category.

- a. Identify the main document you are filing (e.g., a Motion to Compel) by selecting one of the options listed in the drop-down menus. You must use the titles provided. You may select more than one item within the category. Each item selected will appear in the box to the right.
- b. If you are unable to select a document type from the available list of documents, you are encouraged to contact one of the help desks for assistance.

The screenshot shows the ECF (Electronic Case Filing) interface for selecting a motion. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page is titled "Motions". There is a search bar with the placeholder text "Start typing to find another event." Below the search bar are two columns. The left column is titled "Available Events (click to select events)" and contains a scrollable list of event types: Amend/Correct, Appear, Appoint Counsel, Appoint Custodian, Appoint Expert, Appoint Guardian/Attorney ad Litem, Appoint Receiver, Approve Consent Judgment, Attorney Fees, Bifurcate, Bond (other than security for costs), Certificate of Appealability, Certify Class, Clarification, and Compel. The right column is titled "Selected Events (click to remove events)" and contains a text box with the word "Compel" entered. At the bottom of the "Available Events" list are two buttons: "Next" and "Clear".

You will then be prompted to do the following:

- c. Enter a case number entered as YY-NNNN.

CM/ECF Civil Criminal Query

Motions

Civil Case Number

07-88 Find This Case

Next Clear

- d. Identify the party for whom you are filing the document (if necessary, you may add parties at this point using the court's approved party indexing instructions; if you are not associated with the party as counsel, you will be prompted to create an association - at this point, be sure you have selected the correct party!) If you need to select more than one party, hold down the control key and use your mouse to point and click on each party.

CM/ECF Civil Criminal Query Reports

Motions

3:07-cv-00088-SRU Doe v. Smith

EFILE

Select the filer.

Select the Party:

Doe, John [Plaintiff] Add/Create New Party

Smith, John [Defendant]

Next Clear

- e. Click on "Next" to get to the next screen where you will be able to upload a document for filing.
- f. To select a document you have created, saved and published to PDF on your local computer click on the "**Browse**" button, then navigate to the drive where you stored your document. Important notes:
 - i. Only PDF documents may be e-filed
 - ii. If you fail to designate a PDF document for filing, you will be unable to continue with your filing

ECF Civil Criminal Query Reports

Motions

3:07-cv-00088-SRU Doe v. Smith

EFILE

Select the **pdf** document (for example: C:\199cv501-21.pdf).

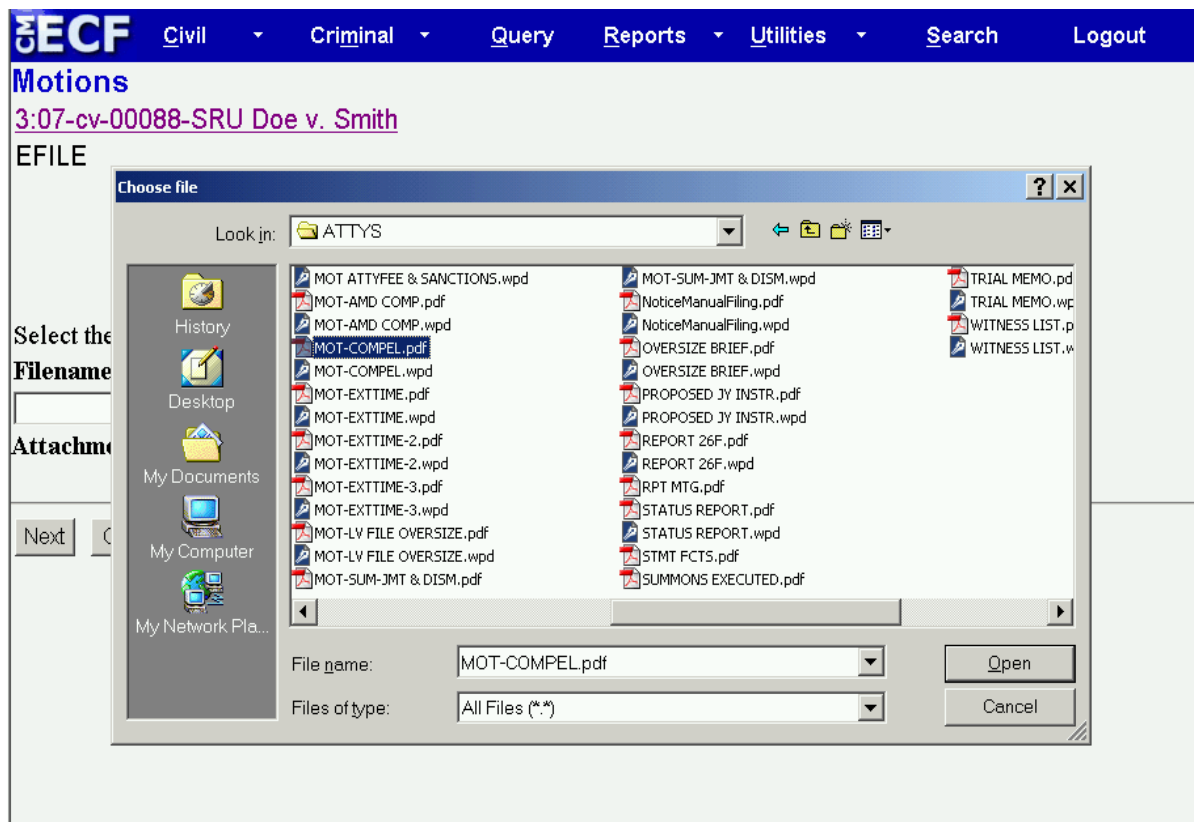
Filename

Browse...

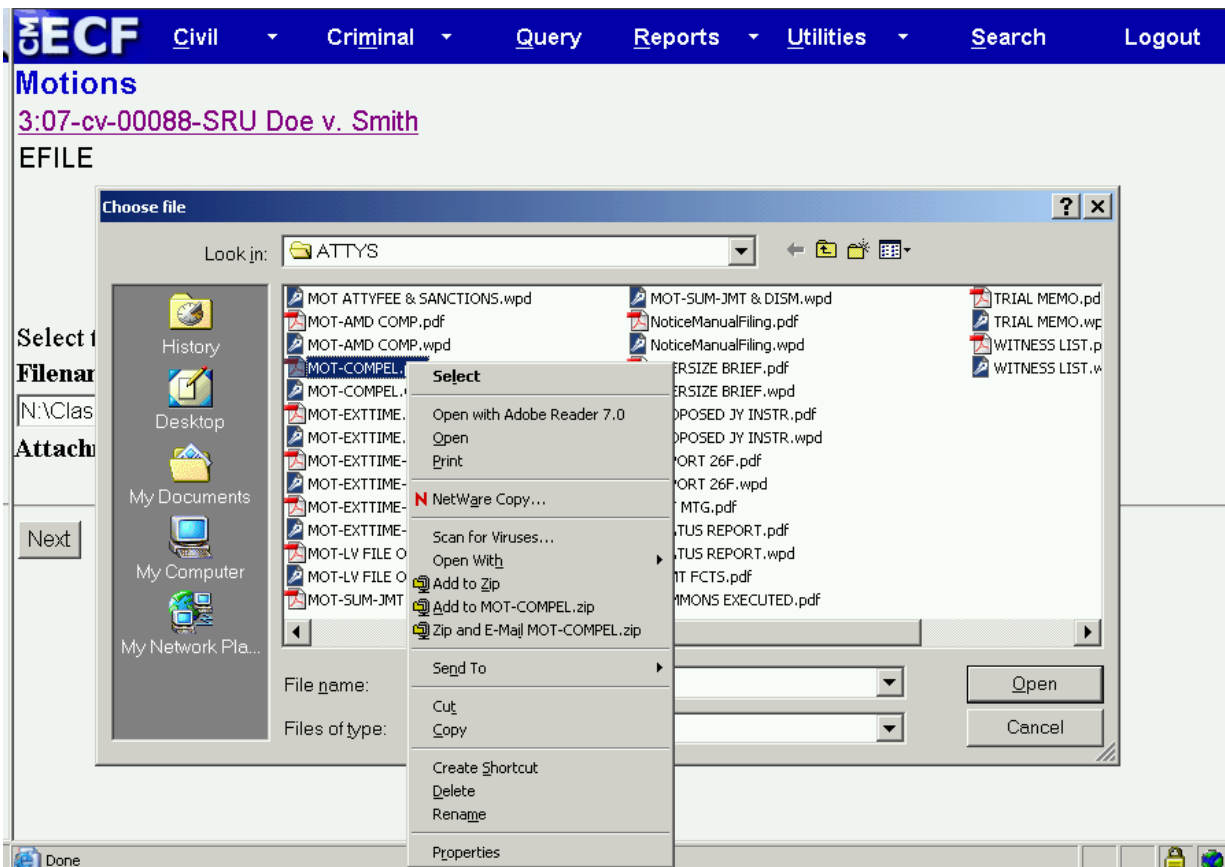
Attachments to Document: ☒ No ☐ Yes

Next **Clear**

Once you click on "Browse" and navigate to the location of your document, highlight the document you have created and saved in PDF format.



Before uploading it to the system, open the document to be sure it is readable and is the correct document for this particular filing. This is the only point in the efilng process where you may view the pdf prior to committing the transaction to the database. View your pdf by right clicking on the highlighted document, which will provide a drop-down screen. Click on "Open" to view the document.



NOTE: DO NOT SKIP THIS STEP!! The court has received documents, inadvertently, that were not what counsel intended to send. A few seconds of safety will save embarrassment later.

If this is the correct document, close the window by clicking on the "x" in the reader window and click on the "Open" button in the bottom right corner. This "Open" button translates to "Upload" the document to the system.

- g. Identify if you have attachments to accompany your main document (e.g., a memorandum in support, an affidavit, exhibits, etc.) by clicking the "Yes" radio button next to "Attachments to Document."

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and tabs for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Motions" in blue. The case name "3:07-cv-00088-SRU Doe v. Smith" is displayed in purple. Below the case name, the word "EFILE" is shown. A instruction reads: "Select the pdf document (for example: C:\199cv501-21.pdf)." Below this, the label "Filename" is followed by a text input field containing "N:\Class\ATTYS\MOT-COMPEL.pdf" and a "Browse..." button. Underneath, the label "Attachments to Document:" is followed by two radio buttons: "No" and "Yes". The "Yes" radio button is selected. At the bottom of the form are two buttons: "Next" and "Clear".

- h. Link the attachments to your main document following all three steps.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[3:07-cv-00088-SRU Doe v. Smith](#)
 EFILE

Select one or more attachments.
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- i. At this point you may be provided with the 21-day response deadline. Just click next.

ECF Civil Criminal Query R

Motions
[3:07-cv-00088-SRU Doe v. Smith](#)
 EFILE

Motion to Compel
Response Deadline 11/21/2007

- j. Augment the entry by adding free text, if needed

The screenshot shows the ECF Motions interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Motions' followed by the case number '3:07-cv-00088-SRU Doe v. Smith' and the action 'EFILE'. The main content area has a section titled 'Docket Text: Modify as Appropriate.' which contains a text input field with the text 'Second MOTION to Compel response to discovery requests by John Doe. Responses due by 11/21/2007 (Attachments: # (1) Memorandum in Support) (Minor, Victoria)'. Below this text field are two buttons: 'Next' and 'Clear'.

- k. Accept the final entry approving it for submission

This screenshot shows the ECF Motions interface at the final confirmation stage. The navigation bar is identical to the previous screenshot. The page title remains 'Motions' with the case number '3:07-cv-00088-SRU Doe v. Smith' and the action 'EFILE'. The 'Docket Text: Final Text' section displays the text 'Second MOTION to Compel response to discovery requests by John Doe. Responses due by 11/21/2007 (Attachments: # (1) Memorandum in Support)(Minor, Victoria)'. Below this, a red warning message states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Further down, a section titled 'Source Document Path (for confirmation only):' lists two files: 'N:\Class\ATTYS\MOT-COMPEL.pdf pages: 2' and 'N:\Class\ATTYS\MEMSUPP-MOTCOMPEL.pdf pages: 13'. At the bottom of this section are 'Next' and 'Clear' buttons.

1. At the end of this process, you will receive a Notice of Electronic Filing (NEF). This notice is generated by the Court's server upon receipt of your Internet filing. SAVE THIS NOTICE as it is your proof of the date and time your filing was accepted by the System.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[3:07-cv-00088-SRU Doe v. Smith](#)
EFILE

U.S. District Court
United States District Court for the District of Connecticut

Notice of Electronic Filing

The following transaction was entered by Minor, Victoria on 10/31/2007 at 12:58 PM EDT and filed on 10/31/2007

Case Name: Doe v. Smith
Case Number: [3:07-cv-88](#)
Filer: John Doe
Document Number: [4](#)

Docket Text:
[Second MOTION to Compel response to discovery requests by John Doe. Responses due by 11/21/2007 \(Attachments: # \(1\) Memorandum in Support\)\(Minor, Victoria\)](#)

3:07-cv-88 Notice has been electronically mailed to:

Victoria Minor vmatty03@yahoo.com

3:07-cv-88 Notice has been delivered by other means to:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1034868047 [Date=10/31/2007] [FileNumber=58643-0]
[720548596fb3422496a443be6ae4bf2dcf94e27efab10821fe3c20809b6578549487
2335c487f2ea5a615b4dd65e7302f4b6fd3fa33189dfb01393941a3aab31]]

Document description: Memorandum in Support
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1034868047 [Date=10/31/2007] [FileNumber=58643-1]
[6fe004d869ca82ffh27072b0cd36ce887c5b31f29c7b9aa05e1f023fb662e333a3f
525a9866a6effe7b4149cc3d82059a4d9afa7edecadc227bbdbf1951555e]]

**** Reminder:** If any names and addresses appear under the heading “Notice will be delivered by other means to:” you must print out a paper copy of your filing and mail it to the address(es) listed.

5. *Criminal Events*

To file a document electronically in a criminal case, follow the same process as in Section 4., Civil Events.

Special items of note:

- a. Only counsel of record may access documents filed in criminal cases prior to November 1, 2004.
- b. Sealed documents should NOT be filed over the internet and should, instead, be filed in the traditional manner, in paper, with a disk.



6. *Query*

Query allows you to view information on a specific case, to search for specific party or attorney names or find cases that fall within specific parameters. To access this feature, you will be prompted for your PACER login and password.

CM/ECF Civil Criminal Query Reports Utilities Search Logout

PACER Login

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

☐ Make this my default PACER login
After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication

Login:

Password:

Client code:

Login Reset

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.

Notice: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. For more information, contact the PACER Service Center at (800)676-6856.

Once logged in, your search options are: (1) by case number; (2) by filed or entered date; (3) by nature of suit; or (4) by name for parties or attorneys.

The screenshot displays the ECF (Electronic Case Filing) system's search interface. At the top, a blue navigation bar contains the ECF logo and several menu items: Civil, Criminal, Query, Reports, and Ut. Below this, the word "Query" is prominently displayed in a large, blue, serif font. The main content area is a light gray box containing a yellow rectangular form titled "Search Clues". This form is divided into two sections by a horizontal line. The top section includes a text input field for "Case Number", followed by the text "or search by". Below this are three radio buttons for "Case Status": "Open", "Closed", and "All". There are also two date range inputs: "Filed Date" and "Last Entry Date", each consisting of a text box followed by "to" and another text box. A dropdown menu for "Nature of Suit" is shown with a list of options: "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)". The bottom section of the form is also preceded by "or search by" and includes three radio buttons for "Case Status": "Open", "Closed", and "All". Below these are three text input fields: "Last/Business Name" (with a note "(Examples: Desoto, Des*t)"), "First Name", and "Middle Name". At the bottom of the form is a "Type" dropdown menu. At the very bottom of the gray box are two buttons: "Run Query" and "Clear".

Once the search criteria is entered, the following screen will be displayed:

ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#)

3:07-cv-00088-SRU Doe v. Smith
 Stefan R. Underhill, presiding
Date filed: 09/01/2007
Date of last filing: 10/31/2007

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)

- a. Alias: displays any aliases attached to any party (e.g., d/b/a, f/k/a, etc.)
- b. Associated cases: displays if there are any consolidated cases
- c. Attorney: displays each attorney and the party represented

[Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [L](#)

3:07-cv-00088-SRU Doe v. Smith
 Stefan R. Underhill, presiding
Date filed: 09/01/2007
Date of last filing: 10/31/2007

Attorneys

<p>Victoria Minor Too, Way, Out, There #2 Who Knows Where Drive Anywherebuthere, CT vmatty03@yahoo.com <i>Assigned: 10/31/2007</i> LEAD ATTORNEY ATTORNEY TO BE NOTICED</p>	representing	<p>John Doe <i>(Plaintiff)</i></p>
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- d. Case File Location: displays archive information, if available
- e. Case Summary: displays basic statistical information on the case without docket entries
- f. Deadlines/Hearings: displays any deadlines or hearings, pending or terminated
- g. Docket Report: displays the docket sheet

Date Filed	#	Docket Text
09/01/2007	1	COMPLAINT against John Smith (Filing fee \$ 350 receipt number H012345), filed by John Doe (Bauer, J.) (Entered: 11/01/2007)
09/01/2007	2	Order on Pretrial Deadlines: Motions to Dismiss due on 12/1/2007. Amended Pleadings due by 10/31/2007. Discovery due by 3/2/2008. Dispositive Motions due by 4/1/2008. Signed by Clerk on 9/1/07. (Bauer, J.) (Entered: 11/01/2007)
09/01/2007	3	ELECTRONIC FILING ORDER. Signed by Stefan R. Underhill on 9/1/07. (Bauer, J.) (Entered: 11/01/2007)
10/31/2007	4	Second MOTION to Compel <i>response to discovery requests</i> by John Doe Responses due by 11/21/2007 (Attachments: # 1 Memorandum in Support)(Minor, Victoria) (Entered: 10/31/2007)
11/01/2007	5	NOTICE of Appearance by VC Minor on behalf of John Smith (Minor, VC) (Entered: 11/01/2007)

- h. Filers: by clicking on a selected party, displays documents filed by the selected party and provides a link to the underlying docket text.

Query	Reports	Utilities	Search
3:07-cv-00088-SRU Doe v. Smith Stefan R. Underhill, presiding Date filed: 09/01/2007 Date of last filing: 11/01/2007			
Filers			
Name	Type	Added	Terminated
John Doe	Plaintiff	09/01/2007	
John Smith	Defendant	09/01/2007	

Doc. No.	Event Name	Filed
1	Complaint	09/01/2007
4	Motion to Compel	10/31/2007

- i. History/Documents: displays the basic docket entries with links to specific docket text

Doc. No.	Dates	Description
1	Filed: 09/01/2007 Entered: 11/01/2007	Complaint
Docket Text: COMPLAINT against John Smith (Filing fee \$ 350 receipt number H012345), filed by John Doe.(Bauer, J.)		
2	Filed: 09/01/2007 Entered: 11/01/2007	Order on Pretrial Deadlines
Docket Text: Order on Pretrial Deadlines: Motions to Dismiss due on 12/1/2007. Amended Pleadings due by 10/31/2007. Discovery due by 3/2/2008. Dispositive Motions due by 4/1/2008.. Signed by Clerk on 9/1/07. (Bauer, J.)		
3	Filed: 09/01/2007 Entered: 11/01/2007	Electronic Filing Order
Docket Text: ELECTRONIC FILING ORDER. Signed by Stefan R. Underhill on 9/1/07. (Bauer, J.)		
4	Filed & Entered: 10/31/2007	Motion to Compel
Docket Text: Second MOTION to Compel response to discovery requests by John Doe.Responses due by 11/21/2007 (Attachments: # (1) Memorandum in Support)(Minor, Victoria)		
5	Filed & Entered: 11/01/2007	Notice of Appearance
Docket Text: NOTICE of Appearance by VC Minor on behalf of John Smith (Minor, VC)		

- j. Party: displays the parties and attorneys

Criminal ▾ **Query** **Reports** ▾ **Utilities** ▾ **Search**

3:07-cv-00088-SRU Doe v. Smith
 Stefan R. Underhill, presiding
Date filed: 09/01/2007
Date of last filing: 11/01/2007

Parties

John Doe Added: 09/01/2007 (Plaintiff)	represented by	Victoria Minor Too, Way, Out, There #2 Who Knows Where Drive Anywherebuthere, CT vmatty03@yahoo.com Assigned: 10/31/2007 LEAD ATTORNEY ATTORNEY TO BE NOTICED
John Smith Added: 09/01/2007 (Defendant)	represented by	VC Minor Too, Way, Out, There #2 Who Knows Where Drive Anywherebuthere, CT Assigned: 11/01/2007 LEAD ATTORNEY PRO HAC VICE ATTORNEY TO BE NOTICED

- k. Related Transactions: displays transactions that have been linked (e.g., motion, memo in support, memo in opposition, order on motion)

ECF **Civil** ▾ **Criminal** ▾ **Query** **Reports** ▾ **Utilities** ▾ **Search** **Logout**

Related Transactions

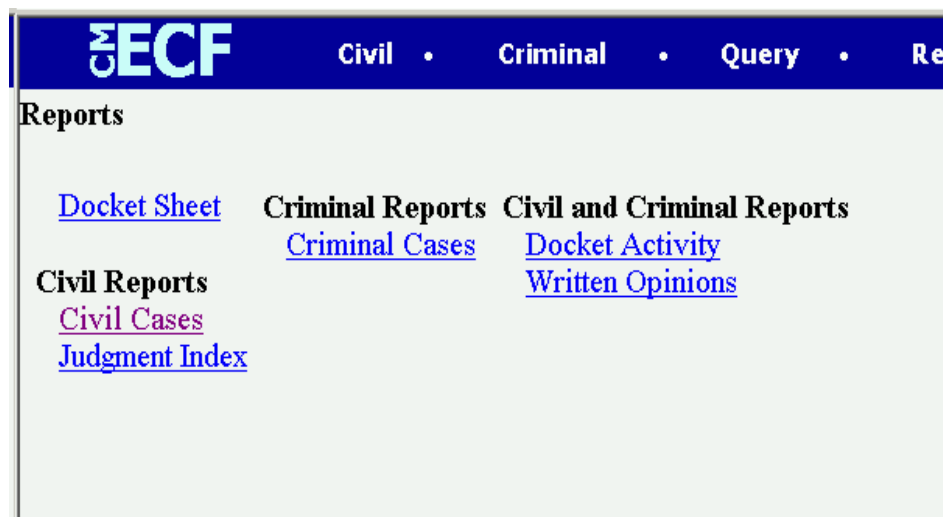
Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
1	Complaint	09/01/2007	
6	Answer to Complaint	11/01/2007	
2	Order on Pretrial Deadlines	09/01/2007	
3	Electronic Filing Order	09/01/2007	
4	Motion to Compel	10/31/2007	
7	Memorandum in Opposition to Motion	11/01/2007	
5	Notice of Appearance	11/01/2007	
6	Answer to Complaint	11/01/2007	
1	Complaint	09/01/2007	
7	Memorandum in Opposition to Motion	11/01/2007	
4	Motion to Compel	10/31/2007	

- l. Status: this feature is not currently being used.
- m. View a Document: allows you to specify one document to view without running the entire docket sheet.

7. *Reports*


This option allows you to generate lists of civil cases, criminal cases, docket sheets or judgments.



Search criteria include nature of suit, case flags, cause of action, filed date range or terminal digit. At least one selection criteria must be entered.

 A screenshot of the 'Civil Cases Report' search form in the ECF system. The form has a blue header bar with the ECF logo and navigation links: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header, the title 'Civil Cases Report' is displayed. A warning message states: 'Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.' The form contains several input fields and dropdown menus: 'Office' (Bridgeport, Hartford), 'Cause' (0 (No cause code entered), 02:0431 (02:431 Fed. Election...)), 'Jurisdiction' (Diversity, Federal Question), 'Case type' (Administrative Assignment - Cv, Civil), 'Nature of suit' (0 (zero), 110 (Insurance)), 'Case flags' (APPEAL, BKAPP), 'Terminal digit(s)' (2, 4, 7), 'Filed' (9/14/2007) to 'to' (9/21/2007), 'Sort by' (Case Number), 'Output Format' (Formatted Display, Data Only), and 'Run Report' and 'Clear' buttons.

Once the criteria are selected, run the report and the following type of screen will appear:

<div>  <div> Civil Criminal Query Reports Utilities </div> </div>				
Civil Cases Report				
U.S. District Court – District of Connecticut				
Filed Report Period: 01/01/2003 - 10/26/2003				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
3:97-cv-00011-GLG Solis v. US Postal Service	Filed: 09/17/2003		39	Cause: Family & Medical Leave Act NOS: Civil Rights: Jobs Office: New Haven President: Gerard L. Goettel Referral: Holly B. Fitzsimmons Jury demand: None Case Flags: MOTREF HBF
3:03-cv-00001-GLG Solis v. US Postal Service	Filed: 09/17/2003		39	Cause: Family & Medical Leave Act NOS: Civil Rights: Jobs Office: New Haven President: Gerard L. Goettel Jury demand: None
3:03-cv-00002-JBA USA v. Triumph et al	Filed: 04/17/2003		192	Cause: 28:1345 USA Plaintiff NOS: Forfeit/Penalty: Other Office: New Haven President: Janet B. Arterton Jury demand: None
3:03-cv-00003-DMA	Filed: 05/04/2003		149	Cause: 28:1345 Plaintiff Defendant

Once at the report screen, if more information on a particular case is needed, clicking on the hyperlink will take you to the case's docket sheet. If there are electronic documents on the case, they may be accessed, provided there are no restrictions (i.e., documents are sealed.)

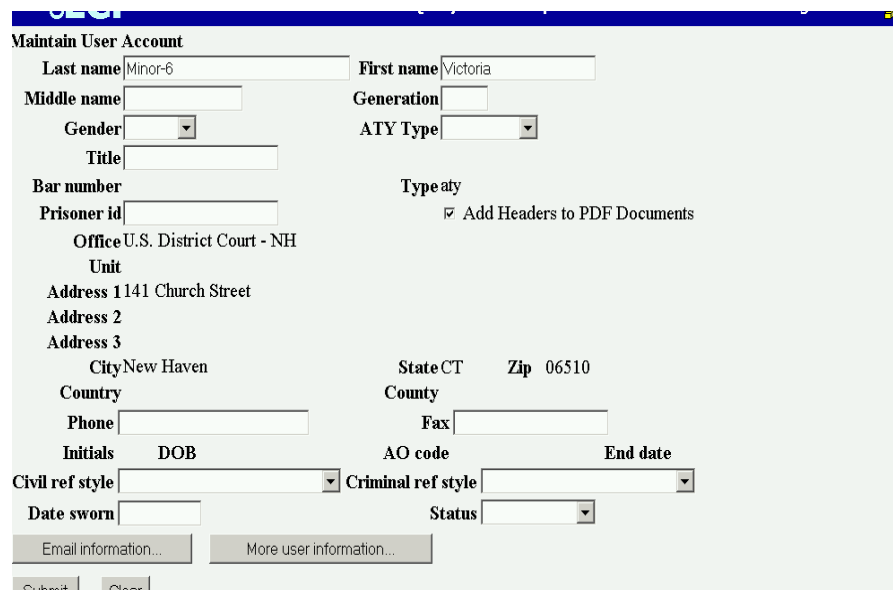
8. *Utilities*

This menu allows a user to manage his or her account and view various logs and billing information. When accessing this feature, the following screen will display:



The screenshot shows the ECF Utilities page. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Utilities". It is divided into two columns of links. The left column, titled "Your Account", contains links for ECF Login, Maintain Your Account, Maintain Your Address, View Your Transaction Log, Maintain Your E-Mail, Maintain Your Login/Password, Review Billing History, Change Client Code, Remove Default PACER Account, Change Your PACER Login, and Show PACER Account. The right column, titled "Miscellaneous", contains links for Legal Research ... and Mailings..., and a link for Verify a Document.

a. Maintain Your Account:



The screenshot shows the "Maintain User Account" form. It contains various input fields for user information. The form is organized into two main sections. The left section includes fields for Last name (Minor-6), Middle name, Gender (dropdown), Title, Bar number, Prisoner id, Office (U.S. District Court - NH), Unit, Address (1141 Church Street), Address 2, Address 3, City (New Haven), State (CT), Zip (06510), Country, Phone, Initials, DOB, Civil ref style (dropdown), Date sworn, and Status (dropdown). The right section includes fields for First name (Victoria), Generation, ATY Type (dropdown), Type aty, and a checkbox for "Add Headers to PDF Documents". There are also fields for AO code and End date. At the bottom, there are buttons for "Email information...", "More user information...", "Submit", and "Clear".

Users are permitted to change telephone and fax information. By clicking on the “Email information. . .” button, users may update primary email addresses, select additional addresses at which activity notices may be received and elect to receive email of activity in selected cases in which the user is not counsel of record.

Email Information for Victoria Minor-6

Primary E-mail Address	Format	Delivery Method	In All		Additional Options
			Active	My Cases	
ymatty03@yahoo.com	HTML	Summary NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
myassistant@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options
Add Additional E-mail Address		Return to Person Information Screen		Clear	

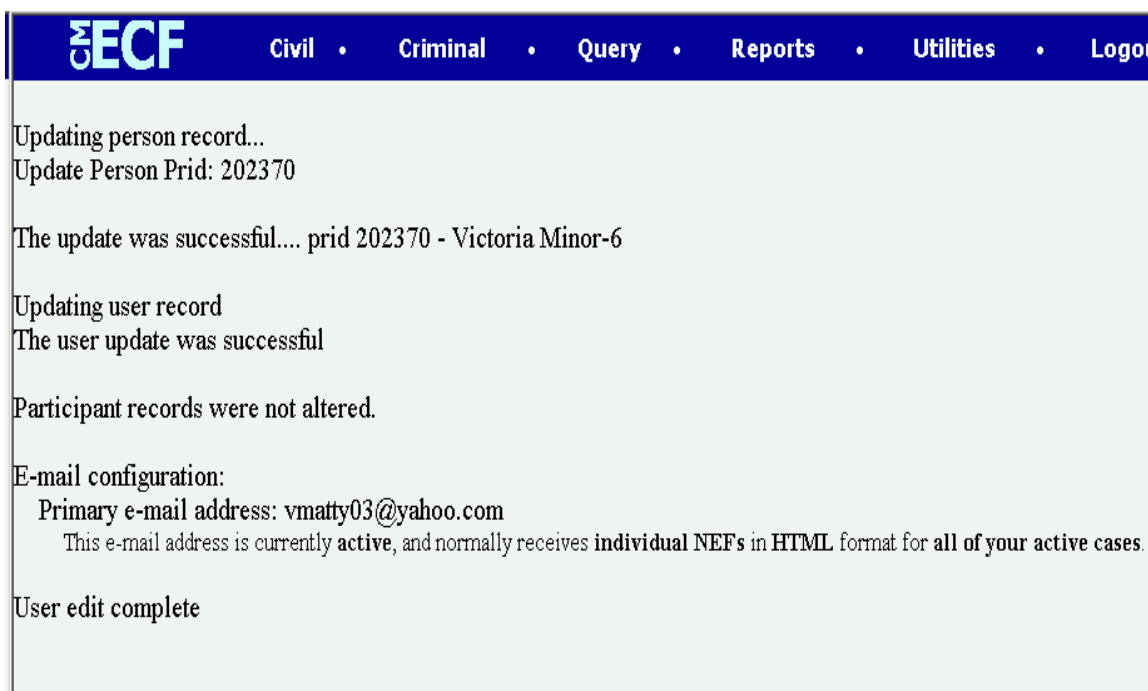
Upon returning to the account screen, by clicking on the “Maintain user information. . .” button, users may update password access to the system. It is recommended that users change their passwords upon receiving an assigned login and initial password from the court.

ECF		Civil	Criminal	Query	Reports
More User Information for Victoria Minor-6					
Login	Train	Last login 05-17-2007 11:23			
Password	*****	Current login 07-18-2007 11:23			
Prid 202370		Create date 10/12/2004			
Registered Y		Update date 05/17/2007			
Internet Credit Card N					
Groups Attorney					
Return to Account screen		Clear			

This screen will also provide information on the person ID number, the group to which the user is assigned, if the user is registered, the last login date, the current

login date and time, the date the login was created and if applicable, the date the login was updated.

Click on the “Return to Account screen” button, then on the “submit” button at the bottom of the screen, to confirm the changes to the user profile. Once submitted, the following message will display:



b. *View Transaction Log*

This report will list, chronologically, transactions in the system under the user’s login and password. If you suspect that your login and password are being used without your permission, please notify the Clerk’s Office immediately.

9. *Exiting the System*

You must click on the “Logout” button first before closing your browser. If you close your browser (by clicking on the “x” in the upper right corner or by using the drop-

down option on the “File” menu) and you do not log off properly, even though your browser is closed, the system will continue to log your user id and password as in active use.

10. *System Security*

Attorneys are responsible for appropriate and authorized use of logins and passwords. Every effort should be made to protect the security of your logins and passwords and to prevent their unauthorized distribution and use.

11. *User’s Manual*

This user’s manual is also available, in PDF format, on the court’s CM/ECF website. You may view and/or print this manual at any time.

12. *Policies and Procedures Manual*

The Policies and Procedures for CM/ECF, as adopted and approved by the Court, is available on-line, in PDF format, on the court’s website. Users are strongly encouraged to view and print this document as it provides guidance on various filing issues for both civil and criminal cases. The manual, in conjunction with the local rules, is the governing document for electronic filing in this district.

13. *On-Line Support*

On-line support is available from the court website via email. To leave a message for the help desk, email cmecf@ctd.uscourts.gov. The email should be as specific as possible and must include:

- a. Your name
- b. Telephone number where you can be reached during the day
- c. Your return email address
- d. A detailed description of the question or problem

14. *Hardware and Software Requirements*

Successful participation in the ECF project requires:

- a. A connection to the Internet
- b. Adobe Acrobat
- c. PDF Writer
- d. FireFox 1.5 and 2.0, Internet Explorer 7.0 and 6.0, or Netscape 7.2

15. ***Scanning or Imaging Documents into PDF format for E-filing***

For most documents, your word processing system can create and generate the PDF versions required for filing. Documents created in this manner are smaller and more efficient sized files and are preferred for e-filing over the Internet. However, there are instances when files must be scanned into images and converted to PDF files for e-filing. When this occurs, please use the following guidelines:

- a. Each file may not exceed 5 MB
- b. Scan everything to black and white
- c. Select the lowest possible resolution (preferably 200 bit)
- d. Split larger documents into smaller increments
- e. Open the scanned file to be sure it is readable; if it is not, rescan the document until it is
- f. Verify the scanned document has the correct number of pages
- g. Once verified, save the file as a PDF file, using the following naming convention: [case number][name of document]; For Example: 03cv55555ExhPart1; 03cv55555ExhPart2, etc.
- h. Do not use dashes (-), slashes (/), spaces or any other special characters in the document name

If a document cannot be scanned into PDF format, attach a ***Notice of Manual Filing*** to the main document, indicating that part of the filing is electronic and part of the filing is in paper. Make sure the ***Notice of Manual Filing*** is converted to pdf format and efiled and the originals are sent to the court.

- i. If submitting documents on disk to the court, in lieu of filing over the Internet, please use one disk per case number. Do not mingle filings from different cases on the same computer disk.